



## **St. Martin's Chamber Choir**

### **Program and Development Associate | Job Description**

Title: Program and Development Associate

Reports to: Executive Director

Classification: Part-Time (9 hours per week), Hourly

#### **Position Profile**

The Program and Development Associate for St. Martin's Chamber Choir (SMCC) is the main staffer reporting to the Executive Director (ED). This position is responsible for executing concert coordination, data entry and management, marketing coordination, providing support for fundraising, ticket sales, and more.

#### **Essential Duties and Responsibilities**

- Marketing
  - Ensure timely execution of marketing strategies by using Trello (website where tasks are marked as incomplete, complete, etc.)
  - Execute paper mail and email advertising for all events
  - Create Mailchimp campaigns
  - Communicate with advertisers such as Colorado Public Radio
- Concert Management (currently SMCC does about seven concert series a year, most series having two concerts)
  - Oversee ticket sales, refunds, exchanges, etc. using AudienceView, our ticketing website
  - Arrive to concerts early and set up box office
  - Oversee box office at event
  - Coordinate and train volunteers for ushering, greeting, and more

- Development
  - Maintain records for all donors using Kindful (donor tracking software)
  - Write thank you notes for major donors
  - Assist ED in recruiting new donors and corporate gifts
- Other duties as assigned

### **Compensation and Benefits**

- Hourly pay for this position is \$18/hour with adjusted annual increases for cost of living
- SMCC does not offer insurance or benefits, but can reimburse up to \$1,150/year for medical insurance coverage purchased privately
- This position will not be required to work on major holidays including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Thanksgiving Day, Christmas Eve, Christmas Day
- Flexibility for extremely light summer workload
- Work from home flexibility

### **How to Apply**

- Submit a cover letter and resume to [info@stmartinschamberchoir.org](mailto:info@stmartinschamberchoir.org)
- Application Deadline: July 31<sup>st</sup>, 2022
- Please put "Program and Development Associate" in the subject line of your email
- No phone calls please

*St. Martin's Chamber Choir is an Equal Opportunity Employer*